The Administration Committee met Tuesday,
January 13th, 1914.

Place of meeting: Secretary's Office.

Present: Mrs. Crane, Chairman; Mrs. Lindeman;
Mrs. Brownell; Miss Fish.

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The minutes of December 9th, 1913, were read and approved.

BILLS:-

The secretary reported the following bills as having been paid since the last meeting:-

A.T.De La Mare.- 5000 Subscription Envelopes, H.M.M.	$ 10.75
Library Bureau - 3 Boxes - - - - - - - - - - - - - - -	1.35
Tower Bros.- 6 Reams paper - - - - - - - - - - - - - -	5.10
" " " 500 No.513 Plain sheets - - - - - - - -	2.24
Missionary Education Movement, 1 Community Study, Literature Dept. 1/2 & 1/2- - - - - - - - - - - - -	.27
" Education Movement - 75 An Order of Worship & 300 Young Americans & New Americans,Lit.Dep.1/2&1/2	2.21
John F. Sweeney & Son - Making 2 Lantern Slides Lec. Department 1/2 & 1/2 - - - - - - - - - - - - - - - - -	.50
The Presbyterian Dept. of Missionary Education - - - 1 Upward Path & 1 Immigrant Force, Lit. Dept.1/2&1/2	.53
Fleming H. Revell Co.- 500 New America,Lit. Dept.- -	90.00
Wells Fargo Express Co.- - - - - - - - - - - - - - - -	.24
Library Bureau/ - Manila Folders - - - - - - - - - - -	3.60
A.E.Dittrich - Printing etc. 2,500 Annual Reports, - Light Blue -	13.80
A.E.Dittrich - Printing etc. 2/500 Annual Reports, - Yellow -	13.50
Underwood Typewriting Co.- Adjusting Typewriter- - -	.50
Edward Dawson - Engraving certificates - - - - - - - -	10.50
Addressograph -	.51
H.N.Meyers - 25,900 Printed Envelopes- - - - - - - -	28.23
Underwood Typewriter Co.- New set of feed rolls- - -	1.50

M.H.Whitworth - Services rendered Miss Crowell for Dec.	$25.00
A.T.De La Mare- 3,000 Postal Cards(Sub.Ending 1914)- - Home Mission Monthly - - - - - - - - - - - - - - - - - -	34.25
American Express Co.- Literature Department 1/2 & 1/2-	18.61
Adams Express Co. - - " " " " "	39.08
A.E.Dittrich - 3,000 H.M.Extra - Literature Dept. - --	20.00
" " " - 3,000 Booklets, "The Kirkwood" - - - —	39.50
Fleming & Benedict - Leaflets, Experience of a Mormon Convert, Lit. Dept. - - - - - - - - - - - - - - - -	11.00
Fleming & Benedict - Booklets "Hints & Helps"Lit.Dept.	83.50
Wells Fargo Express Co.- Lit. Dept. 1/2 & 1/2- - - - -	18.29
" " " " " " " " - - - - -	.24
A.T.De La Mare - Composition, Electrotypes, Halftones, Presswork, Binding & Paper, Home Mission Monthly - - -	862.11
Willett Press.- Printing 1,000 Postals, with change on date line on 3,000 - - - - - - - - - - - - - - - - - - -	3.32
Adams Express Co.- Lit. Dept. 1/2 & 1/2 - - - - - - - -	1.92
Wells Fargo Express Co.-" " " " " - - - - - - - -	68.09
Willett Press.- 3,000 Pamphlets, "Travel", Lit.Dept. -	45.00
" " - "H.M.Extra" for December " " -	21.75
Missionary Education Movement.- 100 An order of Worship Lit. Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - —	.35
Missionary Education Movement.- 40 Sets of Pupils- - - Stories & 100 Order of Worship,Lit.Dept. 1/2 & 1/2-	1.85
Miss. Edu. Move. 250 An Order of Worship,Lit.Dept." "	.88
" " " 300 " " " " " " " "	1.05
Fleming H. Revell.- 500 New America,50 Comrades,Lit.Dep.	102.67
Ebers Bros.- 5,000 Pledge cards, Lit.Dept. 1/2 & 1/2-	11.00
Miss Florence E. Street.- Coloring 46 Slides, Lec.Dept. 1/2 & 1/2 -	34.50
Woman's Home Missionary Society - 1 set Pictures Cuts Literature Department- - - - - - - - - - - - - - - - -	.10
Fleming H. Revell - Letter Heads & Second Sheets- - -	16.00
Addressograph Co.- - - - - - - - - - - - - - - - - - - -	.49
Neostyle Co.- Dermatype Stencil Paper,Black Rotary Ink, 12 Bottles Dermax - - - - - - - - - - - - - - - - —	78.60
The Willett Press - 500 Post cards, Stock supplied- -	2.85
Theodora Finks - For expenses from April 8th to Dec.1, 1913, desk supplies and postage, Home Mission Monthly	19.70
Hicks Copying & Letter Bureau - For Stenographic service for Mrs. Baker and Miss Taft - - - - - - - - - - -	35.00
Joint Committee on Student Work, 1/2 Mrs.Potter's - - Expenses - - - - - -	10.13

The bills herewith stated were then presented for ratification.

A.T.De La Mare Printing Co.- Home Mission Monthly - -	706.47
" " " " " " " - Mailing List - - - - - -	137.01
A.E.Dittrich - Printing 500 Christmas cards- - - - -	18.20
Lord and Taylor - 27 1/4 Yds. carpet - - - - - - - - -	38.07

Tower Brothers Stationery Co.-	$ 3.50
Neostyle Company - 6 Small Paste	1.20
M. H. Whitworth - Stenographis services, Miss Crowell-	25.--
Mrs. W. C. Kohler - Ms. Home Mission Monthly	8.--
Springfield Printing Co.- 500 list of workers-	33.20

STENOGRAPHER
MRS. BENNETT

It was moved and carried that Mrs. Bennett be granted all the stenographic help she needs in carrying out the duties of the office of Acting President of the Woman's Board which she has accepted.

There being no further business the meeting adjourned to the second Tuesday in February.

Minnie L. Crane
Chairman

Dora M. Fish
Secretary.

The Administration Committee met Tuesday, January 27th, 1914.

Place of meeting:- Secretary's Office.

Present:- Mrs. Grane, Chairman; Mrs. Lindeman, Mrs. Peters, Miss Hyatt, Miss Fish.

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BILLS

The following bills were presented as having been signed and paid since the last meeting:-

A.E.Dittrich:-	350	Officers Blanks- - - - - - - -	$ 27.30
" " "	160	Synodical Blanks - - - - - - -	26.60
" " "	700	Presbyterial Reports - - - - -	29.50
" " "	100	Synodical Slips, 600 Presbyterial Slips - - - - - - - - -	8.—
Thomas J. Bromilow:-		Pens - - - - - - - - - - - - -	4.—
Ebers Bros.Printers:-		2,000 Bill-Heads Lit.Dept. 1/2 & 1/2 - - - - - - - - - -	6.25
Pres. Dept. Missionary Education:-		25 Immigrant Forces, Lit.Dept. 1/2 & 1/2-	6.58
" " " "		1 Five Miss'y Minutes,Lit.— Department 1/2 & 1/2 - - - -	.38
John F. Sweeney & Son:-		Making Lantern Slides - Lec. Dept. 1/2 & 1/2 - - - -	103.32
Council of Women for Home Missions-		Lit. Dept.- Leaflets - - - - - - - - - -	18.19
Woman's Foreign Miss. Soc., Philadelphia, Penna.		Westminster Guild Bulletin,- Literature Department - - —	7.46
Miss. Education Movement:-		25 Pupils Stories -- Lit. Dept. 1/2 & 1/2 - - - -	.94
Mrs. D. B. Wells:-		6159 Kenwood Ave.,Chicago,Ill. For Seven Papers on Immigrant Study, Home Mission Monthly-	60.—
A.E.Dittrich:-	750	Y.P.Presbyterial Reports - -	29.75
" " "	150	" " Blanks - - - - - - - - -	16.30

The chairman then O.K'd the following bill for payment:-

5,000- Each of two - 12 page booklets, Est. $ 69.--

RESIGNATION MRS. GEE.

A communication from Mrs. Gee presenting her resignation as a member of this committee was read by the chairman, and after discussion, and in view of Mrs. Gee's ill health, the resignation was accepted with regret.

SALARY HOME MISSION MONTHLY

A request from Miss Finks, editor of the Home Mission Monthly forwarded to both the Chairman and the Secretary, for an increase in the salary of Miss Minnie Moore, clerk in the Home Mission Monthly office, was then discussed. When the matter of increase of salaries was taken up the first of October Miss Moore's salary was left at the same amount on the recommendation of both Miss Finks and Mrs. Pingry, chairman of the Home Mission Monthly Committee. However, owing to the fact that Miss Moore has the offer of a more lucrative position, which offer she is considering, and because of her value to the Home Mission Monthly office, it was moved and carried that her salary be increased to $1,000.- a year from the 1st of January, 1914.

TYPEWRITER CHAIR

The need of a typewriter chair for the use of the stenographer caring for the Westminster Guild correspondence was explained, and upon motion it was voted to grant the request.

REPAIRING OF COUCH

The Secretary mentioned the request of Mrs. Baker for either the repairing of the old couch in the Rest Room, or the purchase of a new one. The Chairman appointed Mrs. Lindeman to investigate the need, and see what can be done in regard to the matter. It was suggested that possibly some member of the Board might present a couch for the room mentioned, or in the event of purchasing a new one the Board of Home Missions might be asked to share.

PURCHASING AGENT

The Secretary then presented a notification from Mr. Olin, as follows:-

"January 20th, 1914."

Dear Miss Fish:-

All the Presbyterian Boards, both in New York and in Philadelphia, as well as those in Pittsburgh, have combined their purchasing departments, so to speak, into one channel for ordering supplies, Mr. H. F. Scheetz, the manufacturer of the Publication Board, acting as Chairman of the committee designated by all the Boards, to take definite action regarding the purchasing of standard supplies."

"January 23rd, 1914.

"In order to meet the requirements of the General Assembly's instructions, it will be wise, I am sure, for

all of us to estimate the quantity of supplies of all kinds we shall need for the period of, say a year, thus enabling us to buy through the special purchasing scheme and secure the very lowest possible prices. In other words, aim to have just as few small purchases made as possible.

Further, let me say that in order that we may insure ourselves from the possibility of having a General Purchasing Agent imposed upon us for all Boards, it will be well for the Woman's Board to conform to the By-Laws for this Board, wherein it is provided that (Article 9, Section 1V)

"The Treasurer shall act as purchasing agent of the Board. As such, it shall be his duty to purchase the supplies of all kinds necessary for the conduct of the business of the Board, inclusive of all school and furniture supplies. The purchases shall be made upon requisition from the heads of departments."

Yours very truly,
H. C. OLIN,
Treasurer."

In view of this official notice, it was voted to heartily co-operate in the matter of reducing administration expenses, and to that end the rule for purchasing supplies as indicated in Mr. Olin's notice will be duly followed.

In order to carry out the method in the most satisfactory way it was decided that Mrs. Baker shall continue as the Agent of the Woman's Board in so far as receiving all orders from the various departments of this Board are concerned, so that all requests for office supplies, may be brought to one head. She will then present her orders to the Purchasing Agent of the Board of Home Missions who will in the future attend to all purchases.

Requests for office furniture, such as filing

cabinets, chairs, desks, etc., will continue to come in the regular way to the Treasurer of the Woman's Board, and by her be presented to the Office Administration Committee, the final purchase to be made by the Purchasing Agent of the Board of Home Missions. This action takes effect from date.

DATE OF MEETING

It was decided that the regular monthly meeting of this committee shall be held hereafter on the Third Tuesday at two o'clock in the afternoon. This will give opportunity to present all important matters to the Executive Committee the week after, and to the Board the following week.

It was stated that Mrs. Peters will act as Secretary in sending out notices of meetings, and that Miss Hyatt will assume the responsibility of chairman, during the absence of Mrs. Crane.

There being no further business the meeting adjourned.

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Chairman.

Dora M. Fish

Secretary.

The Administration Committee met Tuesday, February 17th, 1914.

Place of meeting:- Secretary's Office.

Present:- Miss Hyatt, Acting Chairman; Mrs. Peters, Mrs. Lindeman, Mrs. Sinclair, Miss Fish.

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The meeting was opened with prayer by Miss Hyatt, after which the minutes of January 27th,1914, were read and approved.

BILLS.

The following bills were presented as having been signed and paid since the last meeting: -

Library Bureau:- Transfer Cases	$ 21.60
Edward Dawson:- Engraving certificates	10.00
Fleming & Benedict:- Letter Heads & Second Sheets	16.00
The Woman's Presbyterian Board of Missions of the Northwest, W.G.Bulletins - Lit. Dept.	6.86
Mr. Kupperschmidt:- Repairing 10 chairs Assembly-Room	4.00
A.E.Dittrich:- To printing,etc. "Apportionments"-	1.10
" " " " " 1,000 Post Cards--	2.40
" " " " " 7,500Reports ------	
5 1/2" x 8 3/4" on Parsons #1 Laid, Green ------	28.50
A.E.Dittrich:- To printing,etc. 5,500 Reports----	
5 1/2" x 9 1/2" on White Middlesex ----------	24.25
A.E.Dittrich:- To printing,etc. 500 each two lots Post Cards ----------	3.75
H.N.Meyers:- 25,000 Printed Envelopes, Home Mission Offering, ~~Lecture Dept. 1/2 & 1/2~~ ----------	23.75
John F. Sweeney & Son:- 2 negatives - 2 slides--- Lecture Department 1/2 & 1/2 ----------	.70
John F. Sweeney & Son:- 4 Duplicate Slides at $.25 Lecture Department 1/2 & 1/2 ----------	1.00
The Pres. Dept. of Miss. Education:- 1 Suggestion to Leaders ----------	.04
Missionary Education Movement:- 15 Mock Trial --- Lit. Dept. 1/2 & 1/2 ----------	1.13
The Pres. Dept. of Miss. Education:- 15 Immigrant Forces, Lit. Dept. 1/2 & 1/2 ----------	3.94
Fleming H. Revell Co:- 500 New America ----------	90.00
Wilkinson Bros. & Co.- 50 balls 3 ply twine Lit. Dept. 1/2 & 1/2 ----------	12.48
A.E.Dittrich:- To printing, etc. 1,000 Blanks --- 5 3/8" x 8 3/4" Young People's Department -------	5.25

BILLS (Continued).

M.H.Whitworth:- a/c Miss Crowell, to services rendered during January ---------- $25.00
Fleming & Benedict:- 3 M Book sets Origin & Development ---------- 25.00
Martha Corker:- Coloring 12 slides at $.75 Lec. Dept. 1/2 & 1/2 ---------- 9.00
A.E.Dittrich:- To printing etc. 3,000 "Home Mission Extra" as per estimate, Lit.Dept. ---------- 20.00
Miss. Ed. Movement:- 15 Just Plain Peter, Lit. Dept.-- 1/2 & 1/2 ---------- 2.82
John Wanamaker:- Order Books-----Lit.Dept. 1/2 & 1/2--- 1.08
A.T.DeLaMare Printing Co:- 5,605 New Names and changed Home Mission Monthly ---------- 41.10
A.T.DeLaMare Printing Co:- 96 Hours ---------- 57.60
" " " " " Proof Paper---------- 1.50
" " " " " Mental 1 M ---------- 1.00
Tower Bros.Stationery Co:- 3 No. 2 R waste Basket close woven ---------- 1.50
" " " " 4 doz. 19 x 24 Green Blotters 1.50
Comptograph:- Cleaning and oiling ---------- 6.00
A.T.DeLaMare:- 1,500 Leaflets"Boxes" ---------- 3.25
Barnes Printing Co:- 3,000 Slips - Lit. Dept. ---------- 5.90
Martha Corker:- Coloring 13 slides, Lec.Dept.1/2 & 1/2 9.75
Pres.Dept.Miss.Education:- 5 Immigrant Forces,Lit.Dept. 1/2 & 1/2---------- 1.88
Pres.Dept.MissEducation:- 1 Five Miss. Minutes,Lit.Dep. 1/2 & 1/2 ---------- .38
Florence E. Street, Coloring 2 Slides Lec. Dept. 1/2 & 1/2— 1.50
John F. Sweeney:- Making 10 Negatives 10 Slides Lecture Department 1/2 & 1/2 ---------- 3.50
The Macey-Dohme Co:- 1000 White Slides, Lit.Dept.1/2 & 1/2— 2.25
Woman's American Baptist Home Mission Soc. 25 The Heathen Invasion, Lit. Dept. ---------- .60
Missionary Education Movement:- 6 Slide Boxes, Lec.Dept. 1/2 & 1/2 ---------- 13.14
American Express Co:- Lit. Dept. 1/2 & 1/2 ---------- 51.02
Adams Express Co:- " " " ---------- 62.05
Wells Fargo Express Co:- " " " ---------- 42.82
Pres. Dept.Miss. Education:- 12 Immigrant Forces, Lit. Dept. 1/2 & 1/2 ---------- 3.15
Greenhut-Siegel Cooper Co:- 1 Chair ---------- 6.00
Fleming & Benedict 3 M Financial Reports White
" " " 1,500 " " Green-------- 19.00
A.T.De La Mare:- Composition, Electrotypes, Halftones, Press Work, Binding & Paper:- Home Mission Monthly----- 785.54
Joint Committee on Student Work, Dec. 1913-Jan.15/14. Mrs. Potter's expenses--- 57.88

The Chairman then O.K'd the following bills for payment:-

W.D.Harper:- 1/2 Reams Poia Bond 22 x 34-40 Blue	$ 2.10
Plus Cutting----------	.30
A.E.Dittrich:- 38 Blank Pads ----------	.75
Home Miss.Monthly, Dr., to Mrs.D.B.Wells, For Manuscript "Present Day Mormonism" ----------	10.00
Underwood Typewriter Co:- Adjusting Underwood Typewriters ----------	1.00
A.E.Dittrich:- To printing,etc., 3,000 each, two lots Leaflets "Travels" ----------	77.00
A.E.Dittrich:- To printing, etc., 1,500 Certificate	9.75

ANNUAL MEETING VACATION DAYS

The question of allowing two days' vacation during the time of Annual Meeting to all clerks of the Woman's Board, having been brought to the attention of this Committee, the matter was thoroughly discussed. Owing to the fact that the custom was established at a time when the work of the Woman's Board had not reached its present magnitude, holidays were not so numerous, Saturdays were not granted as at present, and salaries were fixed at a lower rate, it was moved and carried that the two days' vacation during May above referred to be discontinued.

STUDENT SECRETARY

In view of the fact that a communication had been received from Mrs. Waid, Chairman of the Student Committee for the Woman's Board, relative to the purchase of the filing cabinet by the Student Secretary and enclosing check for the payment of half the cost of said cabinet, it was moved and carried that the Secretary be instructed to return the check to Mrs. Waid with thanks in view of the fact that there was some misunderstanding on the part of the Student Committee as to the rules and regulations governing the purchasing of office equipment and supplies.

STUDENT
SECRETARY (CONTINUED)

It was further voted that Miss Hyatt be appointed to confer with Mrs. Bennett in regard to the relationship of the Student Committee to the Woman's Board as to powers governing expenditures of money for traveling expenses, etc., and to investigate the action of the Woman's Board on this subject.

There being no further business the meeting adjourned.

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Chairman.

Dora M. Fish

Secretary.

The Administration Committee met Tuesday, March 17th, 1914.

Place of meeting:- Secretary's Office

Present:- Miss Hyatt, Acting Chairman; Mrs.Lindeman, Mrs. Peters, Mrs. Sinclair, Mrs. Hopper, Miss Fish.

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The meeting was opened with prayer by the chairman, after which it was noted that Mrs. Hopper had been appointed by the President to fill the position on this committee left vacant by Mrs. Gee's resignation.

The minutes of the previous meeting were then read and approved.

BILLS

The secretary reported the following bills as having been paid since the last meeting:-

John Frick, Jewelery Co. 25 pins	$ 75.00
A.T.De La Mare,2000 reprints of Feb. No.H.M.M.	76.00
Fleming & Benedict:- W.G.Booklets, Lit. Dept.	19.00
A.E.Dittrich:- 5,000 Leaflets When the Missionary Offering Talked — Lit. Dept.	35.00
Horace Taylor:- Cover Illustration " " " " "	10.00
Martha Corker:- Coloring 20 Slides,Lec.Dep.1/2 & 1/2	15.00
E.W.Bullinger:- Monitor Guide	7.00
John F. Sweeney & Son:- Making 10 Lantern Slides. Lec. Dept. 1/2 & 1/2	2.50
Council of Women for Home Missions: 100 Better America, 100 Near Neighbors 1000 Day of Prayer Programs,250 Home Missions in Verse ---Lit. Dept.	19.90
Joseph Hawkes:- 12 Slides & 6 negatives-Lec.Dept.--- 1/2 & 1/2	4.50
Underwood Typewriter Co:- New Cylinder on Typewriter, Office Expenses School Department—	4.00
Addressograph	.15
Tower Bros:- 4 Pond Scale---School Dept.	1.75
Fleming H.Revell:- 10 New America---Lit.Dept.	3.50
" " " 25 " " " "	4.38
" " " Credit Memo. " "	6.50

BILLS (CON'T.)

Martha Corker:- Coloring 22 Slides:-Lec.Dep.1/2 & 1/2	$165 0
American Express ——————————Lit. " " " "	17.13
Wells Fargo Exp:—————————— " " " " "	19.02
A.E.Dittrich:- 3000 The Home Mission Extra. Lit.Dept	19.50
Addressograph ————————————————————	.11
M.H.Whitworth:- Services rendered Miss Crowell ——	
Sal.Clerk ————————————————	25.00
A.T.De La Mare:- Composition,Electrotypes,Halftones,	
Press Work ----Binding and Paper——	
Home Mission Monthly ————————	722.93
Tower Bros:- Baskets ————————————————	1.00
Fleming H. Revell:- 140 New America—Lit.Dept.———	30.00

EXPENSES STUDENT SECRETARY

Miss Hyatt read a communication from Mrs. Waid, chairman of the Student Committee in regard to the power of that committee concerning finances. Miss Hyatt reported a talk with Mrs.Bennett in regard to the matter, and the fact that the minutes of the Board had been searched for all actions concerning the Student Committee.

After a discussion of the matter it was moved by Mrs. Peters, seconded by Mrs. Sinclair, that this committee recommend to the Woman's Board that a committee be appointed to prepare an amendment to Article IX, Paragraph 9 of the Standing Rules, such amendment to include a definite statement as to the duties and authority of said Student Committee.

HONORARY MEMBERSHIP PINS

The committee wished to record its appreciation of Miss Alward's generosity in providing all the Honorary Membership pins to date.

It was moved and carried that Mrs.Hopper be appointed a committee of one to express to Miss Alward such appreciation, and to assure her of the willingness of the committee to

recommend that the Woman's Board assume the cost of the pins in the future if it is her desire.

TRAVELING EXPENSES SCHOOL SUPERINTENDENT

THe secretary then presented for ratification the following itemized statements of traveling expenses prepared by Mr.Allaben, School Superintendent:-

Trip to Louisville, Ky., Lawson, West Va., Mt.Vernon,Ky., and Expenses Kentucky Synodical,- $67.-

Visits to Lawson and Mt.Vernon,- $10.90

Trip to Albuquerque Conference--$234.23

Trip to Tucson, California, Alaska, Wolf Point,- $397.23

Total of two School trips,- $631.46

PRINTING WESTMINSTER GUILD

Mrs. Kraeger of the Westminster Guild Committee presented the request of said committee for an appropriation of $400.- under the Literature budget for 1914-15 for publication of Westminster Guild literature. It was stated that this matter would come up for consideration when the entire administration budget is presented.

ATTENDENCE OF FIELD SECRETARIES AT ANNUAL MEETING.

THE matter of the Field Secretaries attending the Annual Meeting in Chicago was presented for consideration. After a long discussion, it was moved and carried that Mrs. Guy Davis, Field Secretary for the Southwest, be allowed to attend the meeting, but that Miss Cameron and Miss Upham be not granted the privilege this year.

OFFICERS ANNUAL MEETING

Moved by Mrs. Hopper, seconded by Mrs. Peters, that the following officers attend the Annual Meeting at the expense of the Woman's Board:-

Mrs. F. S. Bennett, Acting President;

Mrs. M. J. Gildersleeve, Acting Secretary

Miss Dora M. Fish, Treasurer;

Miss M.J. Petrie, Y.P. Secretary;

Mr C. Allaben, School Superintendent;

Miss Theodora Finks, Editor Home Mission Monthly;

Miss S. C. Rue, Literature Department.

SERVICES MISS TAFT

Moved by Mrs. Hopper, seconded by Mrs. Sinclair, that this committee recommend to the Woman's Board that Miss Taft be employed in the treasury office for the purpose of endeavoring to secure former "box money" for specials which shall be submitted to her by the treasurer; that this position be offered for one year only in order to test Miss Taft's ability to interest societies in the work of the Woman's Board.

It was further carried that Miss Hyatt consult with Mrs. Bennett in regard to the possibility of securing the office room now held by the Student Secretary for the use of Miss Taft and the treasury department, it being the opinion of the treasurer that for the best interests of the work all associations with the Box Department should be done away with, and Miss Taft come entirely under the control of

the Woman's Board.

The hour being late it was voted to adjourn the meeting to be called the following Tuesday.

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Chairman.

Dora Mabel Fish
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Secretary.

The Administration Committee met Tuesday, March 24th, 1914.

Present:- Miss Hyatt, Acting Chairman; Mrs. Sinclair, Mrs. Lindeman, Mrs. Hopper, Miss Fish.

Place of meeting:- Secretary's office.

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TWO MONTH'S VACATION FOR CLERKS.

It was moved and carried that the custom of granting two month's vacation to officers and clerks after a period of seven years' service be discontinued after the first of April, 1914.

SCHOOL DEPARTMENT BUDGET

After discussion the committee decided to place itself on record as being agreeable to the School Department Expense budget being placed at $9000.- and hereafter included under Mission Field work, but it was felt that all expenditures should be subject to the approval of this committee as at present. It was decided that the School Department budget shall stand as follows:-

Salaries	$7,565.-
Office expenses	150.-
Postage, telegrams, etc.	285.-
Printing, stationery, (Directory included)	500.-
Traveling expenses (Superintendent's only)	500.-
	$9,000.-

ADMINISTRATION BUDGET 1914-15

The following administration budget for the year 1914-15 was then presented for consideration and upon

motion was duly adopted:-

Salaries Officers	$ 6,550.-
" Clerks	13,850.-
Printing and Stationery	2,000.-
Postage	2,000.-
Office expenses	600.-
Young People's Dept.	2,500.-
Literature Dept.	16,000.-
Over Sea and Land	400.-
Council of Women H. M.	100.-
Field Work and Traveling Expenses	8,000.-
Total	$ 52,000.-

There being no further business the meeting adjourned.

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Chairman

Dora M. Fish
Secretary.

The Administration Committee met Tuesday,
April 21st, 1914.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman, Mrs. Peters, Mrs.Brownell, Mrs.Lindemann, Miss Hyatt, Mrs.Hopper, Miss Fish.

The meeting was opened with prayer by the Chairman, after which the minutes of the meetings of March 17th and 24th respectively were read and approved.

STUDENT COMMITTEE

Miss Hyatt, chairman of the committee appointed to confer with the Student Committee in regard to the powers of that committee, reported that the subject had not been brought before a Board meeting; that Mrs. Waid, however, had taken up the matter before an executive session, the result of which was the appointment of a committee to bring in recommendations.

HONORARY MEMBERSHIP PINS

Mrs. Hopper reported that the offer of this committee to assume the cost of the Honorary Membership pins in the future had been conveyed to Miss Alward, and while she appreciated the thought, she declined to be relieved.

ROOM MISS TAFT

Miss Hyatt stated that she had consulted with Mrs. Bennett in regard to another room for Miss Taft, but there seems to be no opportunity for a change at this time. At the request of Miss Fish for a place for Miss

Taft in another department during the month of May, after consultation with Miss Rue it was moved by Mrs.Lindeman,seconded by Mrs.Peters, that Miss Taft be given employment in the Literature Department for the time stated. Carried.

TWO MONTHS' VACATION

It was moved and carried that Mrs. Sinclair be appointed a committee of one to secure information in regard to actions of the Woman's Board or resolutions passed during Mrs.James' administration concerning the granting of two months' vacation to officers and clerks after seven years' service.

TIME OF MEETING OF COMMITTEE.

Moved by Mrs. Hopper, seconded by Mrs. Peters, that this committee meet regularly on the third Tuesday at 1:30 P. M. Also, that the next meeting be held on Tuesday, June 2nd, no meeting to be held in May.

STENOGRAPHER SCHOOL DEPARTMENT

In view of the fact that the Superintendent of Schools has been granted a certain amount on his budget for additional stenographic work during the year, and the cost of substitute help is much higher than regular help, Mr. Allaben asks that Miss Marion Smith who worked for a year in the School Department before being transferred to the office of the Associate Secretary allowed to fill the vacancy in her office created by the transfer of Miss Smith.

EXCHANGE OF TYPEWRITER PURCHASE OF DESK.

It was stated that the typewriting machine in Miss Taft's office is very old, and in order to avail

ourselves of the amount allowed on a transfer, it would be necessary to purchase a new machine this month. Moved and carried that the machine be exchanged and a desk for the new typewriter purchased, said machine and desk to be placed in the Filing room for the use of Miss Marion Smith.

ATTENDANCE SECRETARY ANNUAL MEETING

It was moved and carried that Miss Edith Long, the newly elected Secretary of the Woman's Board attend the Annual Meeting in Chicago in conjunction with the other officers.

TWO DAYS' VACATION.

A communication from Miss Elizabeth Lloyd, sister of Miss Jessie Lloyd, shipping clerk in the Literature Department addressed to Miss Rue was presented by the Secretary for consideration. Miss Lloyd requests that her sister be granted the two days' vacation at Annual Meeting time formerly granted to clerks. Moved by Mrs. Sinclair, seconded by Mrs. Peters, that the policy recently adopted in regard to this subject be not changed.

BILLS

The following bills were then reported as having been paid since the last meeting:-

Mr. Kupperschmidt - repairs, School Dept.	$ 3.50
" " repairs, chairs	2.00
Joint Com. on Student Work, Expenditures Jan.15, to Feb.14, 1914	36.51
" " " " " Feb.15 to March 14, 1914	28.09
Edward Dawson, engraving certificates	14.50
A.T.De La Mare - Two Halftones Y.P. Dept. 1/2 & 1/2	4.50
A.E.Dittrich - To one Halftone--Lit. Dept.	2.25
Leonard C.Ketchum - Penn. Fire Ins. Co. H.M.M.	20/70
The Woman's Presbyterian Board of Missions of Northwest-W.G.Aims and Methods. Lit. Dept.	2.21
H.N.Meyers - Printed Envelopes, "Summer Offering" Lit. Dept.	59.39

Barnes Printing Co.- Circular "Field Secretary" Lit.Dept.--------$ 8.75
John F. Sweeney & Son.- Negatives & Slides Lec.Dept. 1/2 & 1/2--- 2.20
Woman's Dept. of Freedmen's Bd, Leaflets. Lit. Dept.---------- 3.60
Fleming H. Revell - Books. Lit.Dept.---------- 21.88
Jos. E. Appley - Slides colored - Lec/Dept. 1/2 & 1/2 ---------- 63.75
Pres. Dept. Miss. Education - Suggestions to Leaders.Lit.Depart. 1/2 & 1/2---- .16
" " " " Books - Lit. Dept. 1/2 & 1/2 ------- .64
Missionary Education Movement.- Books " " " ------- 1.05
A.E.Dittrich:- Home Mission Extra -------- " " " ------- 19.50
B.F.Williamson:- Sketch for Medical Missions " " ------- 4.00
Adams Express Co.- Lit. Dept. 1/2 & 1/2 ---------- 45.52
A.T.De La Mare - 3000 Postal Cards ------H.M.M.---------- 34.25
D.S.Walton & Co.- Paper ----------H.M.M.---------- 8.00
M.H.Whitworth -------Miss Crowell---------- 25.00
Tower Bros.- Triumph Self Inker ---------- 2.75
" " 2 Day Books ---------- 1.50
" " 1 Doz. No.86 1/2 Y.& E.Transfer ---------- 4.05
" " Storage Cases ---------- 1.90
Library Bureau.- Salmon Guides ---------- 2.50
A.T.De La Mare.- 5000 Circulars "You are Invited" H.M.M.---------- 19.50
Missionary Education Movement.- Germans in America and Orientals in America. Lit. Dept. 1/2 & 1/2 ---------- 2.82
Miss. Ed. Move.- 25 Mock Trial Lit. Dept. 1/2 & 1/2 ---------- 1.88
Pres. Dept. of Miss. Edu.- 1 Advance In Antilles,Lit.Dept:1/2&1/2 .27
" " " " " 3 Five Miss. Minutes. " " " " 1.13
" " " " " 1 " " " " " " " .38
Barnes Printing Co.- 5000 Circulars & increase of one Circular to 2 to 4 P. ---------Lit. Dept.---------- 24.25
Barnes Printing Co.- Reprint of 5000 Circulars in red.Lit.Dept.--- 6.50
" " " 3000 People without a country " " ----- 38.00
John F. Sweeney:- Making negatives & slides--Lec.Dept.1/2 & 1/2---- 4.55
" " " " " " " " 8.05
" " " " " " " " 2.10
" " " " " " " " 5.10
Martha Corker.- Coloring Slides " " 15.00
Fleming H. Revell.- 200 New America P. Lit. Dept. ---------- 36.00
H.M.Meyer.- 525 Plain Envelopes -------- " " 1/2 & 1/2------- 3.43
Fleming H. Revell.- 275 Easter Cards ---------- 4.13
Wells Fargo Co.- Lit. Dept. 1/2 & 1/2 ---------- 11.13
A.T.De La Mare--Mailist, New Name & Changes, Proof Paper,H.M.M. 196.18
Edward Dawson, Engraving certificates ---------- 13.50
W.D.Harper, Red Manifold Buff, Rex Manifold, white,---------- 17.48
Ebers Bros. 1000 Postals ---------- 1.50
The Thompson & Norris Co. Corrugated Sheets ---------- 3.64
A.E.Dittrich, Printing Envelopes ---------- 12.00
Addressograph Co.---------- .10
The Board of Foreign Missions. 2 gross Imperial Fabers--------- 4.16
Library Bureau. Blue Guides 3rds Assorted---------- 2.50
" " " " " " ---------- 2.50
Jos. E. Appley, Lantern Slides --Colored, Lec.Dept. 1/2 & 1/2--- 12.50
Missionary Education Movement. 1 Community Study Lit.Dep." " --- .27
Council of Women for Home Missions. 25 Text Boob supplement----- "Mormonism" Lit. Department ---------- .75
W.D.Harper.- 2M Pieces Norman 7x11 1/4 Opaline (Punched two holes) Literature Department 1/2 & 1/2 ---------- 1.90

Fleming H. Revell Co.—	50	New America.—Lit. Dept.	$9.00
" " " "	650	" " " "	117.00
Pres. Dept. Miss. Edu.	3	Advance in the Antilles, Lit. Dept. 1/2 & 1/2	.79
" " " "		Books ---------Lit. Dept. 1/2 & 1/2	1.09
" " " "	25	Immigrants Forces " " " "	6.56
John F. Sweeney & Son.-		Negatives & Slides. Lec. Dept. 1/2 & 1/2	14.05
Tower Bros.-		Steno. Books, Bands, Ink, Folders, Clips, Bank pins	38.09
A.T.De La Mare----H.M.M.		Issue April 1914	732.43

There being no further business the meeting adjourned.

Minnie L. Crane

Chairman.

Dora M. Fish

Secretary.

The Administration Committee met Tuesday, April 28th, 1914.

Place of Meeting:- Secretary's Office.

Present:- Mrs.Crane,Chairman; Mrs. Sinclair, Mrs.Lindemann, Miss Hyatt, Mrs. Brownell,Mrs.Hopper,Mrs.Peters.

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Opened with prayer by Mrs. Crane.

FILING-CASE

Request of Miss Petrie for filing-case to cost about $5.00. Granted.

TWO MONTHS' VACATION.

Mrs. Sinclair reported search of Minutes for action by Board on vacations. After discussion it was decided that Mrs. Crane and Mrs. Sinclair should present the matter of "two months' vacation" to the Board and also the custom of every other Saturday holiday among the employees.

There being no further business the meeting adjourned.

Minerva L. Crane
Chairman.

Nora M. Fish
Secretary.

The Administration Committee Met Friday,
May 1st, 1914.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Sinclair, Mrs. Lindemann, Miss Hyatt, Miss Brownell, Mrs. Hoffer, Mrs. Peters.

Opened with prayer by Mrs. Peters.

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VACATIONS

Miss Fish made statement regarding basis of salary schedule made last year, as related to vacation privileges. During the discussion by members of all the facts discovered by them which would be helpful to arriving at some recommendation regarding vacations, Miss Fish was asked to retire.

The following action was taken:

"Whereas, the motion passed by the Woman's Board on April 28th directed the Administration Committee to bring in a recommendation regarding vacation privileges for employees of the Woman's Board;- the Committee would present the following request":

As the various questions arising in considering the whole matter are so many and so complex, the Committee asked for more time, possible several weeks, before bringing a recommendation to the Board for action. Also recommends that in the mean time the customary vacations should continue.

Minna L. Crane Chairman.

Dora M. Fish Secretary.

The Administration Committee Met Tuesday,
June 2nd, 1914.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Lindeman, Mrs. Brownell, Mrs. Hopper, Miss Hyatt, Mrs. Peters, Mrs. Sinclair, Mrs. Bennett.

The meeting was opened with prayer by Mrs. Crane, after which the minutes of April 28th and May 1st were read and approved.

REQUEST TREASURER

A letter from Miss Fish, Treasurer, to Mrs. Corning, Chairman of the Nominating Committee, regarding her desire for an increase of $600. per year in her salary, was read and discussed.

Moved by Mrs. Peters, seconded by Mrs. Sinclair, that in view of the recent adoption of a salary schedule it is deemed unwise to grant the request of Miss Fish for the increase in salary.

MISS TAFT'S ROOM

A request from Mr. Allaben for the use of the room formerly used by Miss Taft was discussed. Moved and carried that the matter be taken up by Mrs. Crane, Mr. Allaben and Miss Petrie, as Miss Petrie had previously asked for that room.

VACATION MISS LONG

Word came from Mrs. Bennett in reference to Miss Long as follows: Her vacation being given by the Board of Home Missions for July, she asks for August at her own expense, and to take up her duties as Secretary on September 1st. She is willing to take up her duties in August if the Board so desires.

Moved by Mrs. Hopper, seconded by Mrs. Lindeman, that Miss Long take up her duties September 1st.

The following bills were then presented for ratification:-

BILLS

Underwood Typewriter Co.- Adjusting machine	$ .50
Fleming & Benedict.- 2500 Band letters	12.50
Library Bureau.- 40 Blue Guides 3rd assorted	.36
Tower Bros.- 1 line stamps	.60
Munson Supply Co.- 1 set of Pneumatic speed keys for machine,School Dept.--	3.50
Fleming & Benedict.- Receipt cards with change	10.00
" " " " four lots	24.50
A.E.Dittrich.- Printing Home Mission Extra.- Lit. Dept.	19.75
" " " " "The Service of Prayer" " "	118.00
" " " " Folders, Summer Offering, Lit. Dept.	105.00
Pres. Dept. Missionary Education.- Books, Lit. Dept. 1/2 & 1/2	.79
" " " " " " " " "	3.23
" " " " " " " " "	3.00
" " " " " " " " "	1.43
Margaret Coote Brown.- Leaflets. Lit. Dept.	4.50
Fleming H. Revell.- 500 New America " "	90.00
" " 200 " " " "	60.00
Miss K.R.Crowell.- 975 Alaska for Jr. & 500 Coming Americans, Lit.Dept.	221.25
Underwood & Underwood.- 30 Plain Slides Lec. Dept. 1/2 & 1/2	12.10
Jos. E. Appley.- Coloring Lantern Slides.-" " " "	19.50
John F. Sweeney & Son.- Making slides.- " " " "	3.00
" " " .- " " " " " "	2.85
" " " .- " " " " " "	3.15
" " " .- " " " " " "	8.95
Wilkinson Bros. & Co.- Paper.- Lit. Dept. 1/2 & 1/2	4.34
Publishers Printing Co.- Circular 35th Annual Program, Lit. Dept.	20.50
Adams Express Co.- Lit. Dept. 1/2 & 1/2	24.73
Tower Bros.- Repair Punch	.75
M.H.Whitworth.- Services rendered Miss Crowell for April	25.00
A.T.DeLaMare.- Mail List. for Home Mission Monthly	114.68
Underwood Typewriter Co.- New Cylinder	2.00
Mrs.W.H.Harris.- School Dept. Salary Clerk	21.00
Joint Committee On Student Work.- Mrs.Potter's Trav. Expenses March 16th to April 15th, 1914.	21.67
Underwood Typewriter Co.- Adjusting Typewriter	.50
John Frick Jewelery Co.- Gold Pins	75.00
Library Bureau.- Blue cards	.81
" " White cards ruled 2 sides	2.10
" " Blue unpunched cards, White unpunched cards & Buff Guides	2.72
Tower Bros.- 1 doz. no 86 1/2 Y. & E. Transfer	4.05
" " Steno. Books, bands,ink, clips, folders & bank pins	38.09
Underwood Typewriter Co. 1 set of noise stoppers, School Dept.	3.50
A.T.De La Mare.- Composition, Electrotypes, Halftones, Presswork, binding & Paper, Home Mission Monthly	872.95
H.N.Meyers.- 2,000 Printed Envelopes H.M.Offering.- Lit. Dept	1.70
A.E.Dittrich.- Booklets "Travels" " "	59.50
Calumet Press.- 1000 Postal cards, 1/2 & 1/2 " "	1.51
John F. Sweeney & Son.- Making Lantern Slides Lec.Dept. 1/2 & 1/2	.50
Wells Fargo & Co.- Express, lit. Dept. 1/2 & 1/2	7.01
Adams Exp. Co. " " " "	19.81

BILLS (CONTINUED)

Whitehead & Hoag.- 2500 Buttons. Lit. Dept.	$25.00
Missionary Education Movement.- Books " " 1/2 & 1/2	8.45
Pres/Dept.Missionary Education:- " " " " "	15.72
Fleming H. Revell Co.- Books, Lit. Dept.	4.38
" " " " " "	90.00
" " " " " "	5.25
" " " " " "	210.00
William H. Rau.- 1 plain slide & Postage, Lec. Dept. 1/2 & 1/2	.36
"Einson" Blank cards. dark gray mats, Lit. Dept.	1.80
Wilkinson Bros. & Co.- Twine " " 1/2 & 1/2	30.32
Edward Dawson.- Engraving certificates	15.50
Fleming & Benedict.- 1500 Cards Mission Study	8.50
Edward Dawson.-School. Dept., Engraving Certificates-	4.50
Publishers Printing Co.- Mission Publications, Lit. Dept.	178.00
A.E.Dittrich--Printing booklets, Travels " "	45.00
Joint Committee on Student Work.-Mrs.Potter's Traveling Expenses	37.29
Tower Bros. Stamp-----School Dept.	.35
" " " Erasers, Pens, Loose leaf covers	3.11
" " " Two Loose leaf covers	2.56
A.T.De La Mare,-Phamplets A Circulating Library & The Immigrant,Lit.Dep.	70.50
" " " " Printing 53 Diplomas. School Dept.	2.50
The Klebold Press. Booklets, The Lucky Coin of Cripple Creek, Lit.Dept.	75.00
Tenison Envelope Co.- Lit.Dept. 1/2 & 1/2	32.60
A.E.Dittrich.- Printing Letterheads	19.75
The Appley Travelogues.- Coloring Slides.- Lec. Dept. 1/2 & 1/2	1.00
Missionary Education Movement.- Books, Lit. Dept. 1/2 & 1/2	6.58
Fleming H. Revell Co.- 200 Good Bird.- Lit. Dept.	30.00
" " " Books, Red Man's Land & Good Bird?-Lit.Dept.	270.00
Barnes Printing Co.- 40 Posters.- Lit. Dept.	8.75
Tension Envelope Co.- Lit. Dept. 1/2 & 1/2	17.87
Library Bureau----------Assorted cards	45
A.E.Dittrich.- Programs, Authors changes and 500 Extra copies, Lit.Dept.	74.96
Fleming & Benedict.- 84 Page Annual Report, 40 Page School report, 16 additional pages & authors corrections and overtime, Lit. Dept.	474.20
American Express Co.- Lit.Dept. 1/2 & 1/2	8.07
American Sabbath Tract Co.- 7000 Annual Reports Y.P. Dept.	
Y.P.S.C.E. letters. Y.P.Dept.	131.00
Ebers Bros.- 3,000 Blank cards, Lit.Dept 1/2 & 1/2	2.25
" " 1,000 Postals, W.B.	1.50
Clark & Gibby.- Typewriter desk-----School Dept.	20.25

There being no further business the meeting adjourned.

Minerva L. Crane.

Secretary pro tem.

The Administration Committee met Tuesday, June 16th, 1914.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Peters, Mrs. Lindeman, Mrs. Hopper, Miss Hyatt.

The meeting was opened with prayer by Mrs. Peters after which the minutes of the meeting of June 2nd were read and approved.

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BILLS

The following bills were presented as having been paid:-

W.D.Harper, 1 box Ermine Parchment,-----School Department--------	$ .45
Tower Bros. Band--------Lit. Dept. 1/2 & 1/2----------	5.25
The Binger Co.- White Cards & Charts----------	3.50
" " " Credit Memo.----------	.50
" " " White Cards & Hol. Shade,----Lit. Dept.----------	8,19
John C.Rankin Co.- Electro Letter Head----------	2.65
David Morison.- 8 hours of carpenter taking down storm sash on the the 7th floor-------Lit. Dept.----------	.62
" " Home Mission Monthly----------	.63
" " ----------	22.50
Miss D. Finks, Postage, Photos & desk supplies H.M.M.----------	20.25
Woman's Foreign Missionary Soc. Phila. Pa. W.G.Bulletin mailing Over Charge on previous bills- $7.74----------	2.64
Library Bureau.- 24 Pink sub. cards 100 Manila-School Department-	1.18
Missionary Education Movement.- Scenery Porto Rico Hut, cartage on above, freight prepaid---Lit. Dept.----------	17.80
Provost Humbert & Williams.- Books for Daily Receipts----------	16.00
Einson.- Blank Grey cards---------Lit. Dept.----------	.60
" cards black, white lettering, 1 card lettered on top---- Literature Department----------	8.00
A.T.De La Mare.- Composition, Electrotypes, Halftones, Presswork Binding & Paper------Home Mission Monthly----------	6.60
Library Bureau:- Cards ruled and printed.- School Dept.----------	6.50
" " White cards printed one side " " ----------	2.03
A.E.Dittrich.- Leaflets Twenty Questions & Quiz.- Lit.Dept.------	49.25
" " " " " Home M. Extra.---------- " " ------	19.75
M.B.Smith, Phila. Pa. Charts-----Lit.Dept.----------	21.17
Pres.Dept. Missionary Education.- 5 ImmigrantForces---------- Lit. Dept. 1/2 & 1/2----------	1.88
Adams Express Co.------" " " " "----------	35.16

FILING CASES
MR. ALLABEN

Request received from Mr. Allaben for two filing cases was granted upon motion of Mrs. Peters seconded by Mrs. Lindeman.

MRS.GILDERSLEEVE
TWO STENOGRAPHERS

Request of Mrs. Gildersleeve for two stenographers was read and action deferred until next fall.

SALARY
MRS. BAKER

Letter received from Mrs. Baker asking an increase of salary was read. In view of former action taken and the recent adoption and inauguration of a salary schedule it was voted, upon motion of Mrs. Peters seconded by Mrs. Hopper, that the request be not granted. (Increase asked $100.- per year.)

TYPEWRITER
MISS WALSH

Regarding the typewriter used or needed by Miss Walsh, Mrs. Crane was asked to investigate and given full power to act.

VACATIONS
&
HOLIDAYS

At request of Mrs. F. S. Bennett the question of Vacations & Holidays was discussed and it was decided to bring in a report from the Committee at meeting of the Board on September 15th.

The meeting adjourned to meet at call of the Chairman either September 10th or 11th in the morning.

ANNIE HYATT,
Sec. protem.

The Administration Committee met Friday,
September 11th, 1914.

Place of Meeting:- Mrs. Potter's Office.

Present:- Mrs. Crane, Chairman; Mrs. Peters,
Miss Hyatt, Mrs. Hopper, Miss Fish.

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The meeting was opened with prayer by the Chairman, after which the minutes of the meeting of June 16th, 1914, were read and approved.

ANNUAL MEETING EXPENSE ACCOUNT

The Secretary presented a financial statement covering the expenses of the Annual Meeting held in Chicago last May for ratification. This statement amounting to $775.96, was approved upon motion duly seconded.

Miss Petrie's expense statement amounting to $138.55 for her trip to Colorado account of Summer Conferences was also presented and duly accepted.

The Secretary reported that the list of bills paid since the last meeting of the Committee in June is on file in the Treasurer's office, all of said bills coming under the regular administration budget.

POSITION MISS TAFT

On September 1st it was reported to the Chairman that the position created for Miss Stella Taft in the Literature Department expired at this time. However, it was decided that

Miss Taft remain in that Department until after the next Board meeting. It is reported that Mr. Bull of the Home Mission Monthly will likely be retired in the near future, and it is thought that Miss Taft might be appointed to fill the vacancy. If so, it will be the duty of the Secretary of the Board to report from time to time as to Miss Taft's efficiency in the position.

STENOGRAPHERS
MRS. GILDERSLEEVE

Mrs. Gildersleeve was called before the Committee to state the reasons for her request for the appointment of two stenographers in her department. After a full statement as to the work of the department it was

MOVED AND CARRIED that the Secretary, Miss Long, and the Associate Secretary, Mrs. Gildersleeve, in addition to their individual stenographers be allowed an extra stenographer between them as long as the work requires such an assistant.

(Motion made by Mrs.Peters,seconded by Miss Hyatt.)

STENOGRAPHERS
FOR SECRETARY

The Chairman reported the selection and appointment of Miss Edith G. Boynton as stenographer to the Secretary of the Woman's Board at a salary of $900.- a year, Miss Boynton having been selected by Miss Long, and appointed by the President, Mrs.Bennett, and the Chairman of the Office Administration Committee, during the summer. Credentials covering Miss Boynton's business qualifications and experience were presented to the committee by Mrs. Crane.

Attention was called by the members of the committee to the salary schedule adopted at its meeting on October 7th, 1913,

under which schedule the secretary's stenographer should receive $780.- a year, and the subject was thoroughly discussed.

UPON MOTION the Committee voted to ratify the action taken in regard to Miss Boynton.

(Moved by Miss Hyatt, seconded by Mrs. Hopper)

TYPEWRITER AND DESK

It was moved and carried that the matter of arranging for a typewriter and desk for the Secretary's stenographer be left to the Chairman for adjustment.

ITINERARY MR. ADAMS.

The following communication from Mr. Walter B. Adams, Auditor, was then presented by the Secretary:-

" September 10,1914.

"Miss Dora M. Fish, Treasurer,
Woman's Board of Home Missions,
Building.

My dear Miss Fish:-

In response to your suggestion, I am notifying you that (subject to the approval of Mr. Olin and the Finance Committee of the Woman's Board) the time for my annual trip as auditor is approaching. As soon as you have secured the consent of both parties interested, I can plan my itinerary which covers roughly, as follows:-

Dwight, Okla. Survey and 5 years audit.
Elm Spring, Okla. Survey and 3 years audit.
Ganado, Arizona, 2 years audit and survey.
Tucson, " " " "
Albuquerque, New Mexico, 2 years audit.
Santa Fe, " " " " "
Los Angeles, California, Survey and 2 years audit.
North Fork, " 4 years audit.
Logan, Utah, 4 years audit.
Mt. Pleasant, Utah, Survey and 4 years audit.
Wolf Point, Montana, " " " " "

In addition to the foregoing, Mr. Olin will probably wish me to audit the accounts of the Ganado Hospital, the Tolchaco Mission and the Walthill Hospital.

If on the trip out, the Woman's Board can use me as a speaker, I should be glad to serve them or to execute any special commissions of the School or other departments.

Yours very sincerely,

WALTER B. ADAMS."

In view of financial conditions generally, and the large budget assumed by the Woman's Board this year, it was

MOVED AND CARRIED that this Committee recommends that Mr. Adams' proposed trip be omitted this fall and winter.

(Motion made by Mrs. Peters, seconded by Mrs.Hopper.)

ASSISTANT FOR TREASURER.

The matter of providing suitable assistance in the treasury which might enable the treasurer to do further work toward securing additional finances was laid on the table.

YOUNG PEOPLE'S DEPARTMENT STENOGRAPHERS

Miss Petrie was called before the Committee to explain a contemplated change in the office force of the Young People's Department looking toward better efficiency.

In view of the long continued illness of Miss Jane Johnson, stenographer, and the fact that the work formerly done by Miss Johnson can be performed by a clerk, it was

MOVED AND CARRIED that Miss Johnson's services be dispensed with, and that she be granted two weeks' salary in addition to the regular month's salary allowed for sickness, for the reason that she is being dropped from the pay roll.

IT WAS FURTHER MOVED AND CARRIED that Miss Belle Walsh who will in the future be called upon to do stenographic work in the Y. P. Department in addition to that covered by the Westminster Guild be granted an increase of salary from $60.- a month to $65.- a month beginning October 1st, and that for the purpose of keeping clerical records duplicating of field letters, etc. a young girl be secured at a salary of $30.- per month for the first three months, to be increased to $35.- a month later if her

services prove satisfactory.

(Motion made by Mrs. Hopper, seconded by Miss Hyatt.)

VACATIONS etc., OFFICERS AND CLERKS. In compliance with the action of this Committee taken May 1st, 1914, the following recommendations were prepared and submitted to the committee for ratification:-

Recommendations for VACATIONS and HOLIDAYS
for
Officers and Clerks and Assistants
Employed by the
Woman's Board of Home Missions

OFFICERS:
Vacations: One (1) month, during July and August

Holidays:

Legal Holidays;- January 1, February 12 or 22, May 30, July 4, Labor Day, October 12, Thanksgiving, Dec. 25, General Election Day: and every Saturday afternoon, from 12 clock in Summer months and 1 clock in Winter.

Double Vacation:

After each TEN years of service.

Clerks and Assistants:
Vacations:

One week in July or August, the First year: after the First year 2 weeks.

Holidays:-

Legal Holidays:- January 1, February 12 or 22, May 30, July 4, Labor Day, October 12, Thanksgiving, December 25, General Election Day: and every Saturday afternoon from 12 clock in Summer months, and 1 clock in Winter.

Long continued cases of sickness among employees will be adjusted upon merit.

Absences of a day or two at a time to be fixed at a maximum of 10 days,- beyond which time the case will receive special attention and consideration.

Permission for one day off at Christmas may be adjusted by Heads of Departments.

REGULAR OFFICE HOURS:

From 9 clock A.M. to 5 clock P.M. with 1 hour at noon for luncheon.

IT WAS MOVED AND CARRIED that this committee approve these recommendations and present them to the Woman's Board for action.

(Motion made by Miss Hyatt, seconded by Mrs.Peters)

FIELD SECRETARIES LEAVE OF ABSENCE FOR SICKNESS

Owing to the severe illness of Miss Abby H.J.Upham, Field Secretary for the Northwest, which will not enable her to take up work until the first of January, 1915, the matter of salaries in such cases was thoroughly discussed. After due consideration, it was

MOVED AND CARRIED that in cases of long continued sickness of Field Secretaries the committee recommends the payment of three months' salary from the Emergency Fund, if that length of time proves necessary, thus placing the Field Secretaries on a basis similar to the workers on the mission field.

(Motion made by Mrs. Hopper, seconded by Mrs.Peters.)

There being no further business the meeting adjourned.

Minnie L. Crane
Chairman.

Dora Mabel Fish
Secretary.

The Administration Committee met Friday, Monday, October 19th, 1914.

Place of Meeting:- Mrs. Potter's office.

Present:- Mrs. Crane, Chairman; Mrs. Brownell, Mrs. Lindeman, Mrs. Hopper, Miss Hyatt, Mrs. Honeyman, Miss Fish.

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The meeting was opened with prayer by Mrs. Brownell, after which the minutes of September 11th were read and approved.

DEATH OF MRS. PETERS

The chairman reported the death last week of Mrs. J. H. Peters, a most helpful and faithful member of this Committee, one who was always present at meetings and always willing to assist in the work of the Committee in every way. The reading of Mrs. Peters' name a number of times in the minutes of the last meeting brought forcibly to mind that "in the midst of life we are in death", and the fact that the Committee had indeed lost a valuable and earnest member.

It was moved by Mrs. Brownell, seconded by Mrs. Hopper, that the chairman, Mrs. Crane, be authorized to send a letter to the daughter, Miss Louise Peters, expressing the deep sympathy of the Committee in her sorrow occasioned by the death of her mother, and the personal loss the Committee sustains.

LETTER MISS UPHAM

The chairman then read a communication from Miss Abby

H. J. Upham, Field Secretary for the Northwest, in which she expressed her appreciation of the recommendation of this committee and the later action of the Woman's Board in granting her three months' salary from the Emergency Fund on account of her prolonged illness.

MISS FLORENCE WENDELL-LEAVE OF ABSENCE.

Mrs. Crane reported that in consequence of messages received from Miss Long, Secretary and Mrs. Pingry, chairman of the Home Mission Monthly Committee, concerning the ill health of Miss Florence Wendell, clerk in the Home Mission Monthly office, in conference with the President and Mrs. Pingry the chairman sanctioned the recommendation that Miss Wendell be granted one month's leave of absence beginning October 15th. The action of the chairman was reported for ratification by the committee. It was moved and carried that this committee ratify the action referred to.

(Moved by Miss Hyatt, seconded by Mrs. Lindeman.)

TRANSFER MISS WHEELER

The suggestion of the Home Mission Monthly Committee that Miss Wheeler be transferred to the Home Mission Monthly office was met with approval by this committee. Upon motion it was voted to accept the recommendation of the Home Mission Monthly concerning this transfer.

(moved by Mrs. Honeyman, seconded by Miss Hyatt.)

PENSION MR. BULL

In response to certain information to the effect that Mr. Bull now engaged in clerical work in the Home Mission Monthly office, on account of his age has proved unequal to his duties for some time, it was moved and carried that this committee

recommends the retirement of Mr. Bull to take effect at once.

(Moved by Mrs. Lindeman, seconded by Miss Hyatt).

BILLS

In view of the fact that the matter of reporting the payment of bills under the budget is a duplication of work, it was suggested that the secretary be allowed to O. K. all such bills for payment, and bring to the committee only those which pertain to the purchase of equipment, etc., which may be granted by special action of the committee.

The meeting then adjourned to meet on the third Tuesday of November at 12:30 P. M.

Minerva L. Crane

Secretary.